

Coordinator, Preventive Maintenance Alcorn State University

Direct Link: https://www.AcademicKeys.com/r?job=256984
Downloaded On: Nov. 19, 2025 8:53pm
Posted May 14, 2025, set to expire May 10, 2026

Job Title Coordinator, Preventive Maintenance

Department Facilities Management **Institution** Alcorn State University

Lorman, Mississippi

Date Posted May 14, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Facilities/Maintenance/Transportation

Job Website https://jobopps.alcorn.edu/postings/7622

Apply By Email

Job Description

The incumbent plans and manage maintenance for the university's equipment, systems, and buildings. He/she works to prevent costly downtime by ensuring that equipment is well-maintained.

Knowledge Skills and Abilities

- Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures
- Good communication skills
- Skilled in the use of computers and related software applications
- Ability to multitask and manage time
- Ability to establish and maintain effective relationships with team members and vendors
- Ability to independently work with managers in coordinating and scheduling maintenance programs in various areas of the university.
- Ability to establish, implement, and maintain operating goals and objectives



Coordinator, Preventive Maintenance Alcorn State University

Direct Link: https://www.AcademicKeys.com/r?job=256984
Downloaded On: Nov. 19, 2025 8:53pm
Posted May 14, 2025, set to expire May 10, 2026

Ability to work proactively

Essential Job Functions

- Maintains records of planned and completed maintenance
- Performs random checks of PM for equipment handled by external contractors to ensure reliability and quality of work
- Prepares and monitors various paper and electronic records related to maintenance
- Develops and maintains task code library, adding new tasks as needed
- Develops and maintains required parts list per piece of equipment
- Utilizes computerized systems to input PM orders and track status and/or completion
- Maintains and adheres to all safety and code requirements of the Federal, State, Local and Board of Education guidelines
- Assists in the supervision of maintenance personnel in daily operations
- Assists in the performance of the preventative maintenance program
- Works with various software applications, entering and retrieving data as needed

Qualifications

Over five (5) years of experience in the maintenance and repair of plant electrical, mechanical or instrument equipment; or an equivalent; or an equivalent combination of training and experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,